

# MICHIGAN SUPREME COURT

State Court Administrative Office



## *Next Generation Model Trial Courts Project*

### APPLICATION GUIDELINES

AND

### ADMINISTRATIVE REQUIREMENTS

STATE COURT ADMINISTRATIVE OFFICE  
309 North Washington Square  
Lansing, Michigan 48933  
(517) 373-0130

July 2000

NEXT GENERATION MODEL TRIAL COURTS PROJECT

## APPLICATION CHECKLIST AND DUE DATES FOR SUBMISSION

_____	Applicant Summary with required signatures
_____	Project Description (one page)
_____	Narrative Requirements for Planning Project Areas (1-2) (including required Letters of Support attached as an appendix)
_____	Next Generation Model Trial Courts Implementation Plan for Project Areas (3-4) (including required Letters of Support attached as an appendix)
_____	Budget/Budget Narrative
_____	Assurances with required signatures

**APPLICATIONS FOR PLANNING GRANT PROJECT AREAS (1-2) WILL BE DUE AT THE STATE COURT ADMINISTRATIVE OFFICE IN LANSING BY 5:00 P.M. ON FRIDAY, SEPTEMBER 1, 2000. APPLICATIONS FOR IMPLEMENTATION GRANT PROJECT AREAS (3-4) MAY BE SUBMITTED AS THEY ARE COMPLETED. IT IS EXPECTED THAT TRIAL COURT PLANS WILL BE COMPLETED AND IMPLEMENTATION GRANT APPLICATIONS WILL BE FINALIZED BY SPRING 2001.**

- **Applications received after the deadline will not be considered.**
- **The State Court Administrative Office may consider a subsequent round of applications if funding is still available after the initial round of applications are reviewed and awards have been made.**

<u>Address for First Class Mail:</u>	State Court Administrative Office 309 North Washington Square P.O. Box 30048 Lansing, MI 48909
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<u>Address for Courier Delivery:</u> (Federal Express/UPS/ etc.)	State Court Administrative Office 309 North Washington Square Lansing, MI 48933
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<u>Project Award Notification:</u>	It is anticipated that notification of Project Areas (1-2) awards will be completed in October, 2000. Project Areas (3-4) grants will be awarded as they are submitted.
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# Next Generation Model Trial Courts Project

## INTRODUCTION:

The **Next Generation Model Trial Courts Project** is designed to provide funding and technical assistance to approximately 12 trial court locations to test, in a variety of judicial environments, the effectiveness of various administrative consolidation for improved delivery of trial court services.

The Next Generation project will build on the experience of innovative projects now functioning in Barry, Berrien, Iron, Isabella, Lake, and Washtenaw counties, and in the multi-county circuit that includes Crawford, Kalkaska, and Otsego counties. Among the benefits demonstrated in those jurisdictions are faster case processing, decreased costs, and increased revenue collection. The results of these projects to date, although generally very positive, have not been uniform. The Next Generation project will help determine which, if any, features of trial court consolidation and coordination have statewide benefit, which should remain as optional features, and which should be subject to local “customizing.”

## PROGRAM AREAS:

The state portion of the funding for the project will be used primarily to assist with planning, facilitating, evaluating and implementation initiatives. The following “Key Program Areas” will be given priority for both planning project and implementation grant applications. **A broader focus on multiple areas will be one of the criteria utilized for application review and selection.**

The selection process for each Next Generation model trial court will be based on the following criteria: cross-section of geography and demography of Michigan; commitment of local resources for planning and implementation initiatives; experience of judges and court staff in undertaking innovative projects; potential for cooperation of funding units; potential for cooperation of stakeholders; commitment to establish a Judicial Management Council for all courts participating in the project; commitment to appointment of a single chief judge for administration of the project; and strong judicial leadership with a commitment to consensus building. Although all trial courts are eligible for funding, priority will be given to applications from courts with a single funding unit.

### Coordinated Trial Court Operations

- O An executive chief judge appointed from the judges of the participating courts, who would provide leadership with support from a judicial management council.
- O A judicial management council to build consensus and provide stakeholders with an effective forum for consensus decision-making.
- O Judges cross-assigned to have authority to hear all case types, promoting the efficient use of judicial resources. Caseload assignment plans will be developed by the local court to meet the needs of the community and will be approved by the SCAO in accordance with Michigan Court Rules.
- O Equalized division of judicial caseloads to be established and monitored by the executive chief judge (with input from the judicial management council) in order to reduce the age and size of pending caseloads and maximize the use of judicial resources.

- O Fully coordinated trial court administrative operations to enhance the court's ability to coordinate services with court-related agencies

### **Modernized Technology; Customized Application of Innovative Management Tools**

- O Court information technology improvements to provide for either full integration or to allow access among systems and divisions to enhance the court's ability to access case records and improve scheduling and coordination. Using technology in this manner allows remote access, or access in person at any court location within the consolidated court.
- O Video technology

### **Simplified Administrative Infrastructure**

- O Consolidation of court administration, jury management, docket management, attorney assignment, record keeping, information systems, personnel management, court services, collections and financial management functions.
- O Consolidation of collection activities to maximize revenue collection.
- O Unified trial court budgets to promote more efficient budgeting and demonstrate strong accountability to funding units.

### **Family-focused Delivery of Trial Court Services**

- O Consolidation of pre- and post-adjudication services for family matters such as mediation, counseling, supervised parenting time, collections and other parenting support services.

### **Streamlined Docket Processes**

- O Coordinated docket scheduling.
- O Consolidated case file management operations.

### **Improved Access to Justice**

- O Expanded use of Alternative Dispute Resolution processes
- O Focus on new ways to provide public convenience rather than "business as usual" within unique local environment
- O Electronic filing and payment by credit card

### **PROJECT AREAS:**

The State Court Administrative Office will provide funding and/or technical assistance for planning and implementation initiatives. It is strongly recommended that each court applying for planning grants (Project Areas #1 and #2) plan on using an outside facilitator to assist with the planning efforts. The State Court

Administrative Office will provide that service directly, provide applicants with a list of recommended facilitators which may be paid for by SCAO or assist with funding for those services from another source. The four project areas eligible for technical assistance/funding include:

#### PLANNING GRANTS:

(1) Planning Project Applications - Circuit, Probate and District Court Jurisdictions:

Planning Project Applications for technical assistance and/or funding for planning that would involve coordinated judicial operations, administrative consolidations, modernized technology, streamlined docketing, family focused trial court services and improved access to justice initiatives for the Circuit, District and Probate Courts. **(Planning Grant Applications due September 1, 2000)**

(2) Planning Project Applications - Circuit and Probate Jurisdictions:

Planning Project Applications for technical assistance and/or funding for planning that would involve coordinated judicial operations, administrative consolidations, modernized technology, streamlined docketing, family focused trial court services and improved access to justice initiatives for the Circuit and Probate Courts. **(Planning Grant Applications due September 1, 2000)**

#### IMPLEMENTATION GRANTS:

(3) Implementation Grants - Circuit, Probate and District Court Jurisdictions:

Implementation grants are for Circuit, Probate and District Court jurisdictions that have developed an implementation plan that would involve coordinated judicial operations, administrative consolidations, modernized technology, streamlined docketing, family focused trial court services and improved access to justice initiatives. The jurisdiction must submit their plan utilizing the guidelines and format established by the State Court Administrative Office for implementation funding. **(Implementation Grant Applications may be submitted when plans are completed)**

(4) Implementation Grants - Circuit and Probate Jurisdictions:

Implementation grants are for Circuit and Probate Court jurisdictions that have developed an implementation plan that would involve coordinated judicial operations, administrative consolidations, modernized technology, streamlined docketing, family focused trial court services and improved access to justice initiatives. The jurisdiction must submit their plan utilizing the guidelines and format established by the State Court Administrative Office for implementation funding. **(Implementation Grant Applications may be submitted when plans are completed)**

#### ELIGIBLE APPLICANTS:

Eligible applicants are limited to circuit, district and probate courts. A jurisdiction may apply for both type of applications/grants (planning and implementation) through the State Court Administrative Office. **Implementation grants will not be considered unless an implementation plan is submitted utilizing the guidelines and format established by the State Court Administrative Office.**

## **MATCH REQUIREMENTS:**

Funding for the projects will not exceed 75% of the total project costs. At least 25 % of the total project cost is a required match and must come from a combination of local cash and in-kind contributions. The percentage of cash for the local match is not defined. Within each budget category on the grant application, the applicant must clearly indicate the individual items that are used as match.

## **ADMINISTRATIVE REQUIREMENTS:**

### **(1) Accounting/Record Keeping & Inspection:**

Recipients of funding agree that all expenditures including personnel services, contractual services, supplies, and equipment shall be in accordance with the standard procedures of their court. The grantee's accounting system must maintain a separate fund or account to support expenditures. Recipients of funding agree to maintain accounting records following generally accepted accounting principles for the expenditure of funds for purposes identified in their budget and any budget amendments. Recipients of funding agree that the Supreme Court, the State Court Administrative Office, the local government audit division of the Michigan Department of Treasury, the State Auditor General or any of their duly authorized representatives shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent financial transactions, accounting records or other fiscal records related to this funding. Such records shall be maintained for a period of five years after completion of the project or until all State Court Administrative Office audits are complete for the fiscal period, whichever is later.

### **(2) Supplanting:**

State funds should not be used to supplement existing funds for program activities and should not replace federal funds or local general funds which have been appropriated for the same purpose.

### **(3) Civil Rights Compliance:**

All recipients of funding under this grant are required to comply with nondiscrimination requirements contained in various federal laws. Each applicant court should have a copy of their EEO Plan on file and available for review by the State Court Administrative Office upon request.

### **(4) Lobbying:**

The applicant and its sub-grantees will not use state funds for lobbying and will disclose any lobbying activities.

### **(5) Unallowable Expenses:**

Construction costs, renovation, indirect administrative costs, lobbying, research, honorariums, memberships and other costs not directly related to a Project are not allowed.

(6) Match Requirement:

The state share of the project may not exceed 75% of the total project costs. At least 25% of the total project costs is a required match and must come from local sources. Cash contributions must constitute a portion of the required match. Portion is not defined.

(7) Suspension or Termination of Funding:

The State Court Administrative Office may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- A. Failure to comply substantially with the requirements of the project program;
- B. Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- C. Failure to adhere to the requirements in the project agreement/contract;
- D. Proposing or implementing substantial plan changes to the extent that the application would not have been selected for funding;
- E. Filing a false certification in this application or other report of document;
- F. Other good cause shown.

(8) Responsibilities of the Application Signatories:

The individuals with express authority to act in the name of the applicant in the positions of Project Director, Financial Director, and Authorizing Official should be the project signatories. The signatures commit the applicant to the terms and conditions of the agreement/contract and attest to the accuracy of all information which has been supplied by the applicant. The Project Director is responsible for directing the implementation of the project. The Financial Officer is the individual who is fiscally responsible for this project, and is responsible for accountability for the state and matching funds. The Authorizing Official is the individual authorized by the court to enter into this agreement. The State Court Administrative Office prohibits the same individual from signing in more than one capacity.

(9) Reporting Requirements:

**(A) Quarterly Financial/Expenditure Reports:**

Financial reports are due quarterly 30 days following each quarter of the fiscal year for the project award period except for the final financial report which will be due one week subsequent to the end of the fiscal year or October 6 in order to meet year end reporting requirements. The same is true for subsequent fiscal years. A Quarterly Financial/Expenditure Report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The State Court Administrative Office retains the right to reallocate funding if ongoing progress is not being made toward implementation of the project. Reimbursement for project costs and future funding may be withheld if the progress and financial reports are delinquent. A project agreement/contract along with required reporting forms will be provided by the State Court Administrative Office for each project award made.

**(B) Semi-Annual Program Progress Reports:**

Project progress reports are due semi-annually. The Program Progress Reports will be due on April 30 and one week after the end of this fiscal year or October 6 in order to meet year end reporting requirements. The Program Progress Reports should describe activities during the reporting period and the status of accomplishment of objectives as set forth in the application for project planning or implementation grant funding. The final report must provide a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award. The State Court Administrative Office retains the right to reallocate funding if ongoing progress is not being made toward implementation of the project. Reimbursement for project costs and future funding may be withheld if the Financial/Expenditure Reports and/or Program Progress Reports are delinquent. An agreement/contract along with required reporting forms will be provided by the State Court Administrative Office for each project award made.

**(C) Final Financial Expenditure Report:**

A Final Financial Expenditure Report will be due one week subsequent to the end of the fiscal year or October 6, 2001 and/or October 6, 2002 in order to meet year end reporting requirements. Reimbursement for project costs and future funding may be withheld if the Financial Expenditure Reports and/or Program Progress Reports are delinquent. An agreement/contract along with required reporting forms will be provided by the State Court Administrative Office for each project award made.

**STATE COURT ADMINISTRATIVE OFFICE  
NEXT GENERATION MODEL TRIAL COURTS PROJECT  
GRANT APPLICATION**

**A. APPLICANT SUMMARY**

SCAO Project Number (SCAO Use Only)
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<b>1. Applicant:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>2. Federal ID Number:</b>		
<b>3. Project Title:</b>		
<b>4. Project Contact Person:</b>		<b>Title:</b>
<b>Address</b>  <b>Phone:</b>  <b>Fax:</b>  <b>E-Mail:</b>		
<b>5. Application Type/Program Areas</b> <input type="checkbox"/> Project Area (1) - Planning Project - Circuit, Probate and District Court Jurisdictions <input type="checkbox"/> Project Area (2) - Planning Project - Circuit and Probate Court Jurisdictions <input type="checkbox"/> Project Area (3) - Implementation Project - Circuit, Probate and District Court Jurisdictions <input type="checkbox"/> Project Area (4) - Implementation Project - Circuit and Probate Court Jurisdictions		
<b>6. Proposed Start Date:</b>		<b>Proposed Completion Date:</b>

Project Area (1) and (2) Grant Application due September 1,2000 - Project Area (3) and (4) Grant Applications may be submitted as plans are completed.

**7. CERTIFICATION:** We certify that the project proposed in this application meets applicable requirements of

the Next Generation Model Trial Courts Project, that all information presented is correct, and that the applicant will comply with the provisions of all applicable state laws.

<b>Chief Circuit Court Judge (Name):</b>	<b>Signature:</b>	<b>Date:</b>
<b>Address:</b>	<b>City:</b> <b>State:</b> <b>Zip:</b>	<b>Phone:</b> <b>Fax:</b> <b>E-Mail:</b>
<b>Chief Probate Court Judge(Name):</b>	<b>Signature:</b>	<b>Date:</b>
<b>Address:</b>	<b>City:</b> <b>State:</b> <b>Zip:</b>	<b>Phone:</b> <b>Fax:</b> <b>E-Mail:</b>
<b>Chief District Court Judge (Name):</b>	<b>Signature:</b>	<b>Date:</b>
<b>* Only required for Projects Areas (1and3)</b>		
<b>Address:</b>	<b>City:</b> <b>State:</b> <b>Zip:</b>	<b>Phone:</b> <b>Fax:</b> <b>E-Mail:</b>

## 8. FUNDING

<b>8A. Total Project Costs:</b> (100% of Project Cost)	_____
<b>8B. State Request:</b> (Maximum 75% of Project Costs)	_____
<b>8C. Local Match:</b> (Minimum 25% Cash/In-Kind)	_____
<b>8D. Other Sources of Funding for Project:</b>	
_____	<b>Amount:</b> _____
_____	<b>Amount:</b> _____
_____	<b>Amount:</b> _____
<b>(Attach additional paper if necessary for other sources of funding for project)</b>	

**STATE COURT ADMINISTRATIVE OFFICE  
NEXT GENERATION MODEL TRIAL COURTS PROJECT  
GRANT APPLICATION**

**ASSURANCES**

1. Applicants must provide assurance that there has been appropriate consultation with all affected agencies and that there will be appropriate coordination with all affected agencies in the development and implementation of the Project Plan.
2. Applicants must provide assurance that all recipients of funding under this project are required to comply with nondiscrimination requirements contained in various federal laws. Each applicant court should have a copy of their EEO Plan on file and available for review by the State Court Administrative Office upon request.
3. Applicants must assure that the applicant and its sub-grantees will not use state funds for lobbying and will disclose any lobbying activities.
4. Recipients of funding will assure that the Supreme Court, the State Court Administrative Office, the local government audit division of the Michigan Department of Treasury, the State Auditor General or any of their duly authorized representatives shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent financial transactions, accounting records or other fiscal records related to this grant. Such records shall be maintained for a period of five years after completion of the grant project or until all State Court Administrative Office audits are complete for the fiscal period, whichever is later.

**By signing the Assurances form, the applicant court assures that it will comply with the requirements set forth in the project application in order to receive funding.**

\_\_\_\_\_  
Chief Circuit Judge (Name)

\_\_\_\_\_  
(Court)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Chief Probate Judge (Name)

\_\_\_\_\_  
(Court)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Chief District Judge (Name)

\_\_\_\_\_  
(Court)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## **THE BUDGET SECTION**

**STATE COURT ADMINISTRATIVE OFFICE  
NEXT GENERATION MODEL TRIAL COURTS PROJECT  
GRANT APPLICATION**

**BUDGET SUMMARY**

<b><u>Budget Category</u></b>	<b><u>Total Cost</u> (100%)</b>						
A. Personnel	_____						
B. Fringe Benefits	_____						
C. Consultant/ Contractual	_____						
D. Travel	_____						
E. Consultant/ Contractual Travel	_____						
F. Supplies/Operating	_____						
G. Equipment	_____						
<b>TOTAL PROJECT COSTS</b>	_____						
<b>State Request (75% max)</b>	_____						
<b>Local Match (25% min) (Cash/In-Kind)</b>	_____						
<b>Other Sources of Funding for Project</b>	<table><tr><td>_____</td><td><b>Amount:</b> _____</td></tr><tr><td>_____</td><td><b>Amount:</b> _____</td></tr><tr><td>_____</td><td><b>Amount:</b> _____</td></tr></table>	_____	<b>Amount:</b> _____	_____	<b>Amount:</b> _____	_____	<b>Amount:</b> _____
_____	<b>Amount:</b> _____						
_____	<b>Amount:</b> _____						
_____	<b>Amount:</b> _____						

**(Attach additional paper if necessary for other sources of funding for the Project)**

**Note:** At least 25% of the total project cost is a required match and must come from a combination of local cash and in-kind contributions. The percentage of cash for the local match is not defined. Within each budget category on the grant application, the applicant must clearly indicate the individual items that are used as match with an asterisk (\*).

**STATE COURT ADMINISTRATIVE OFFICE  
NEXT GENERATION MODEL TRIAL COURTS PROJECT  
GRANT APPLICATION**

**BUDGET NARRATIVE**

**BUDGET NARRATIVE:** The budget narrative should justify all costs associated with the proposed project.

**STATE COURT ADMINISTRATIVE OFFICE  
NEXT GENERATION MODEL TRIAL COURTS PROJECT  
GRANT APPLICATION**

**BUDGET DETAIL WORKSHEET**

**The Budget Detail Worksheet:** The budget detail worksheet should include a thorough justification for all costs including the basis for computing these costs. The budget must be complete, reasonable, and directly related to the activities proposed in the application. The Budget Detail Worksheet may be submitted on plain sheets following the format below. Indicate any items to be used to meet the 25% required match from local cash and in-kind contributions with an asterisk (\*).

- A. **PERSONNEL:** List each position by title or name of employee if available. Show the annual salary rate and the percentage of time devoted to the project.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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. **Personnel Total \$** \_\_\_\_\_

- B. **FRINGE BENEFITS:** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are only for the personnel listed in the budget and only for the percentage of time devoted to the project. Check the fringe benefits that apply and indicate the composite rate percentage.

_____ FICA	_____ Life Insurance
_____ Unemployment Insurance	_____ Vision Insurance
_____ Retirement	_____ Dental Insurance
_____ Hospital Insurance	_____ Worker's Compensation
_____ Other	

Composite Rate: \_\_\_\_\_ %

Fringe Benefit Total \$ \_\_\_\_\_

**TOTAL PERSONNEL & FRINGE BENEFITS** \_\_\_\_\_

- C. **CONSULTANT/CONTRACTUAL:** For each consultant enter the name (if known), service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$250 per day require prior SCAO approval. (Note: Consultant Travel should be listed separately under category E).

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
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**Consultant/Contractual Total**      \$ \_\_\_\_\_

- D. **TRAVEL:** Itemize travel expenses of project personnel by purpose (ex. training etc.). Show the basis of computation. For training programs, travel and meals should be listed separately. Show the number of trainees, the unit costs involved, and the location of travel. Travel for consultants should be listed under Section E under Consultant Travel. All travel must adhere to the Michigan Supreme Court Standardized Travel Rates for the Judicial Branch effective 10/01/99 which are included in the grant application kit.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u> (Airfare/ Hotel Meals/Mileage)	<u>Computation</u>	<u>Cost</u>
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**TOTAL PERSONNEL TRAVEL**      \$ \_\_\_\_\_

- E. **CONSULTANT TRAVEL:** List all travel expenses to be paid from the grant to consultants.

<u>Item</u> (Airfare/ Car Rental/ Hotel/Meals)	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
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**TOTAL CONSULTANT TRAVEL**      \$ \_\_\_\_\_

**TOTAL PERSONNEL TRAVEL AND CONSULTANT TRAVEL:**      \$ \_\_\_\_\_

- F. SUPPLIES/OPERATING:** Supplies include any materials that are expendable or consumed during the course of the project. Training registration costs should be included under this section.

<u>Supply Items/ Training Registration Costs</u>	<u>Computation</u>	<u>Costs</u>
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**TOTAL SUPPLIES/OPERATING**      \$ \_\_\_\_\_

- G. EQUIPMENT:** Equipment is tangible property having a useful life of more than two years. Explain how the equipment is necessary for the success of the project in the Budget Narrative. Equipment purchased with funding under this grant will be the property of the State Court Administrative Office but will be retained by the grant recipient as long as the equipment is used for the specific purposes identified in the grant request.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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**TOTAL EQUIPMENT**      \$ \_\_\_\_\_

## NEXT GENERATION MODEL TRIAL COURTS PROJECT PROJECT DESCRIPTION AND REQUIREMENTS

### Project Area (1) - Planning Project Application - Circuit, District and Probate Court Jurisdictions

#### Overview:

Project planning awards are for jurisdictions that are interested in developing a Next Generation Model Trial Courts Project Implementation Plan. These applications are for technical assistance and/or funding for development of plans that would involve coordinated judicial operations, administrative consolidations, modernized technology, streamlined docketing, family focused trial court services and improved access to justice initiatives for the Circuit, District and Probate Courts. Planning awards will be awarded for technical assistance and/or funding for the development of these plans.

#### Purpose and Goals:

Project planning awards will assist jurisdictions that intend to develop a Next Generation Model Trial Courts Project Implementation Plan. Planning awards will enable courts to develop these plans utilizing the guidelines and format established by the State Court Administrative Office. **Planning awards are limited in scope and may not be used to implement initiatives that result from the planning effort.** The outcome of the planning process however, should enable courts to submit an application for an Implementation Grant after they are completed. It is important to review the SCAO guidelines for plans as they are required in order to pursue funding for implementation grants for the Next Generation Model Trial Courts initiatives.

#### Planning Project Application Requirements:

##### **I. Applicant Summary:**

The attached applicant summary should be completed including signatures as required.

##### **II. Project Description:**

A one page project description summarizing the goals and objectives of the project award request.

##### **III. Narrative:**

The project narrative must not exceed 7 double-spaced pages and must include the following:

- E. Background/Overview: Brief description of jurisdictions involved, staffing levels, physical location(s) of offices, and operational areas that are being considered for consolidation and/or improvement. (1-2 paragraphs)
- F. A goal statement that clearly describes how the planning project award would assist the jurisdiction in developing a Next Generation Model Trial Courts Implementation Plan, the issues to be addressed during the planning process and the anticipated outcomes to be achieved. Goal statements should be related to the Program Areas of the Next

Generation Model Trial Courts Project which begin on page 2 of the Application Guidelines. (2-4 pages)

- C. Clearly identify the relevant stakeholders (jurisdictions involved) in the applicant's jurisdiction, and a description of how these parties will participate in the planning process. The work experience and the amount of time to be spent on the project must be identified for the individual designated to manage the planning project and planning process. (1-2 pages)

**IV. Request for Technical Assistance:**

If the courts would like technical assistance provided for the planning effort, then that needs to be indicated here. The State Court Administrative Office will assign a project manager to assist the courts with this planning initiative utilizing a project plan, planning guide and plan format and guidelines developed by the SCAO. If courts wish to develop their own plans without assistance, the required guidelines for Implementation Plans will be provided.

**V. Budget:**

The Budget Section of the grant application, including the Budget Narrative, should be completed according to the directions outlined in the Budget Section.

**VI. Assurances:**

Complete the Assurances Section of the grant application which includes required signatures.

**VII. Letters of Support:**

Letters of support should be attached as an Appendix to the Applicant Summary, Project Description, Narrative, Request for Technical Assistance, Budget, and Assurances sections of the grant application.

Letters of support are required from each of the three key team members (Chief Judges of Circuit, District and Probate Courts). The letters of support are not included in the 7 page limit for the narrative. Letters of support should include the following:

- A. An expression of support for the project;
- B. Willingness to participate in the development of the project;
- C. Role and responsibility in the planning process;
- D. Expected responsibilities and resources that will be committed to planning process.

## NEXT GENERATION MODEL TRIAL COURTS PROJECT PROJECT DESCRIPTION AND REQUIREMENTS

### Project Area (2) - Planning Project Application - Circuit and Probate Court Jurisdictions

#### Overview:

Project planning awards are for jurisdictions that are interested in developing a Next Generation Model Trial Courts Project Implementation Plan. These applications are for technical assistance and/or funding for development of plans that would involve coordinated judicial operations, administrative consolidations, modernized technology, streamlined docketing, family focused trial court services and improved access to justice initiatives for the Circuit and Probate Courts. Planning awards will be awarded for technical assistance and/or funding for the development of these plans.

#### Purpose and Goals:

Project planning awards will assist jurisdictions that intend to develop a Next Generation Model Trial Courts Project Implementation Plan. Planning awards will enable courts to develop these plans utilizing the guidelines and format established by the State Court Administrative Office. **Planning awards are limited in scope and may not be used to implement initiatives that result from the planning effort.** The outcome of the planning process however, should enable courts to submit an application for an Implementation Grant after they are completed. It is important to review the SCAO guidelines for plans as they are required in order to pursue funding for implementation grants for the Next Generation Model Trial Courts initiatives.

#### Planning Project Application Requirements:

##### **I. Applicant Summary:**

The attached applicant summary should be completed including signatures as required.

##### **II. Project Description:**

A one page project description summarizing the goals and objectives of the project award request.

##### **III. Narrative:**

The project narrative must not exceed 7 double-spaced pages and must include the following:

- A. Background/Overview: Brief description of jurisdictions involved, staffing levels, physical location(s) of offices, and operational areas that are being considered for consolidation and/or improvement. (1-2 paragraphs)
- B. A goal statement that clearly describes how the planning project award would assist the jurisdiction in developing a Next Generation Model Trial Courts Implementation Plan, the issues to be addressed during the planning process and the anticipated outcomes to

be achieved. Goal statements should be related to the Program Areas of the Next Generation Model Trial Courts Project which begin on page 2 of the Application Guidelines. (2-4 pages)

- C. Clearly identify the relevant stakeholders (jurisdictions involved) in the applicant's jurisdiction, and a description of how these parties will participate in the planning process. The work experience and the amount of time to be spent on the project must be identified for the individual designated to manage the planning project and planning process. (1-2 pages)

**IV. Request for Technical Assistance:**

If the courts would like technical assistance provided for the planning effort, then that needs to be indicated here. The State Court Administrative Office will assign a project manager to assist the courts with this planning initiative utilizing a project plan, planning guide and plan format and guidelines developed by the SCAO. If courts wish to develop their own plans without assistance, the required guidelines for Implementation Plans will be provided.

**V. Budget:**

The Budget Section of the grant application, including the Budget Narrative, should be completed according to the directions outlined in the Budget Section.

**VI. Assurances:**

Complete the Assurances Section of the grant application which includes required signatures.

**VII. Letters of Support:**

Letters of support should be attached as an Appendix to the Applicant Summary, Project Description, Narrative, Request for Technical Assistance, Budget, and Assurances sections of the grant application.

Letters of support are required from each of the two key team members (Chief Judges of Circuit and Probate Courts). The letters of support are not included in the 7 page limit for the narrative. Letters of support should include the following:

- A. An expression of support for the project;
- B. Willingness to participate in the development of the project;
- C. Role and responsibility in the planning process;
- D. Expected responsibilities and resources that will be committed to planning process.

## **NEXT GENERATION MODEL TRIAL COURTS PROJECT PROGRAM DESCRIPTION AND REQUIREMENTS**

### Project Area (3) - Implementation Grant - Circuit, Probate and District Court Jurisdictions

#### Overview:

Implementation grants are for jurisdictions that have completed planning and are ready to implement a Next Generation Model Trial Courts Project Implementation Plan. Completed planning documents will need to be submitted for review as part of an implementation grant application. State funding is very limited so it is assumed that other county/community resources will be needed in order to implement plans.

#### Purpose and Goals:

Implementation grants will assist jurisdictions in implementing cost-effective plans that should:

- Provide for coordination of trial court operations.
- Utilize modernized technology with customized application of innovative management tools.
- Simplify court administrative infrastructures.
- Provide family focuses delivery of trial court services.
- Streamline docket processes.
- Improve access to justice.

#### Program Requirements:

##### **I. Applicant Summary:**

The applicant summary attached should be completed including signatures as required.

##### **II. Project Description:**

A one page program abstract summarizing the goals and objectives of the implementation grant request.

##### **III. Next Generation Model Trial Courts Project Implementation Plan:**

Next Generation Model Trial Courts Project Implementation Plan that follows established format and guidelines. (See attached SCAO Plans Guidelines)

**IV. Budget:**

The Budget Section of the grant application, including the Budget Narrative, should be completed according to the directions outlined in the Budget Section.

**V. Assurances:**

Complete the Assurances Section of the grant application which includes required signatures.

**VI. Letters of Support:**

Letters of support should be attached as an Appendix to the Applicant Summary, Project Description, Next Generation Model Trial Courts Project Implementation Plan, Budget and Assurances sections of the grant application.

Letters of support are required from each of the three key team members (Chief Judges of Circuit, Probate and District Courts). Letters of support should include the following:

- A. An expression of support for the project;
- B. Willingness to participate in the implementation of the project;
- C. Role and responsibility in the implementation process;
- D. Expected responsibilities and resources that will be committed to implementation.

## **NEXT GENERATION MODEL TRIAL COURTS PROJECT PROGRAM DESCRIPTION AND REQUIREMENTS**

### Project Area (4) - Implementation Grant - Circuit and Probate Court Jurisdictions

#### Overview:

Implementation grants are for jurisdictions that have completed planning and are ready to implement a Next Generation Model Trial Courts Project Implementation Plan. Completed planning documents will need to be submitted for review as part of an implementation grant application. State funding is very limited so it is assumed that other county/community resources will be needed in order to implement plans.

#### Purpose and Goals:

Implementation grants will assist jurisdictions in implementing cost-effective plans that should:

- Provide for coordination of trial court operations.
- Utilize modernized technology with customized application of innovative management tools.
- Simplify court administrative infrastructures.
- Provide family focuses delivery of trial court services.
- Streamline docket processes.
- Improve access to justice.

#### Program Requirements:

##### **I. Applicant Summary:**

The applicant summary attached should be completed including signatures as required.

##### **II. Project Description:**

A one page program abstract summarizing the goals and objectives of the implementation grant request.

##### **III. Next Generation Model Trial Courts Project Implementation Plan:**

Next Generation Model Trial Courts Project Implementation Plan that follows established format and guidelines. (See attached SCAO Plans Guidelines)

**IV. Budget:**

The Budget Section of the grant application, including the Budget Narrative, should be completed according to the directions outlined in the Budget Section.

**V. Assurances:**

Complete the Assurances Section of the grant application which includes required signatures.

**VI. Letters of Support:**

Letters of support should be attached as an Appendix to the Applicant Summary, Project Description, Next Generation Model Trial Courts Project Implementation Plan, Budget and Assurances sections of the grant application.

Letters of support are required from each of the two key team members (Chief Judges of Circuit and Probate Courts). Letters of support should include the following:

- E. An expression of support for the project;
- F. Willingness to participate in the implementation of the project;
- G. Role and responsibility in the implementation process;
- H. Expected responsibilities and resources that will be committed to implementation.